



ST. VINCENT AND THE GRENADINES COMMUNITY COLLEGE



Job Opportunity - Head of Finance

The **St. Vincent and the Grenadines Community College (SVGCC)** is the leading tertiary institution in SVG, dedicated to delivering quality, inclusive, and relevant education and training. Through a wide range of academic and vocational programmes, the SVGCC supports student success, national development, and workforce readiness, while fostering innovation, leadership, and community engagement.

Applications are invited from suitably qualified persons for the post of **Head of Finance** of the **St. Vincent and the Grenadines Community College**.

SUMMARY OF DUTIES & RESPONSIBILITIES:

The Head of Finance will be responsible for:

1. Financial Leadership & Strategic Planning

1. Develop and implement financial strategies that align with the College's mission and long-term goals.
2. Provide financial insights and recommendations to the Senior Leadership Team and Board of Directors.
3. Lead financial forecasting, risk management, and investment planning.

2. Budgeting & Financial Management

1. Oversee the development and execution of the College's annual budget.
2. Monitor financial performance, ensuring adherence to budgetary guidelines.
3. Ensure efficient cash flow management and financial sustainability.

3. Financial Reporting & Compliance

1. Ensure accurate and timely preparation of financial statements, reports, and audits.
2. Maintain compliance with local, regional, and international financial regulations.
3. Implement and oversee internal financial controls and policies.

4. Grant Writing & Fund Management

1. Identify and pursue grant opportunities to secure external funding.
2. Prepare and submit grant proposals and ensure compliance with grant requirements.
3. Monitor grant-funded projects and ensure proper financial oversight.

5. Business Planning & Revenue Generation

1. Develop business plans for new and existing college initiatives.
2. Identify opportunities to enhance revenue through innovative financial strategies.
3. Oversee financial aspects of income-generating activities such as facility rentals.

6. Asset & Facilities Management

1. Oversee the financial planning and management of College assets and properties.
2. Ensure effective financial oversight of property maintenance and improvements.
3. Develop strategies to maximize the efficient use of College facilities.



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7. Contract Negotiation & Management

1. Lead negotiations for financial contracts, agreements and partnerships.
2. Ensure vendor contracts align with financial objectives and compliance standards.
3. Monitor contract performance and resolve financial disputes effectively.

8. Team Leadership & Staff Development

1. Lead and mentor the finance team, fostering a culture of excellence and accountability.
2. Develop and implement staff training and professional development initiatives.
3. Ensure optimal staff performance through goal-setting and performance management.

QUALIFICATIONS AND EXPERIENCE:

Individuals should have:

- A master's degree in Finance, Accounting, Business Administration, or a related field.
- ACCA, CPA, or equivalent professional certification preferred.
- A minimum of 10 years financial management experience, with at least 5 years in a senior leadership role.
- Expertise in budgeting, financial reporting, risk management, and regulatory compliance.
- Experience within the education sector is an asset.

Technical Competencies

1. Financial Planning & Management
2. Accounting & Financial Reporting
3. Risk & Compliance Management
4. Grant Writing & Fund Management
5. Business & Revenue Strategy
6. Asset & Facilities Financial Oversight
7. Contract Negotiation & Vendor Management
8. Data Analysis & Financial Forecasting
9. Technology & Systems Integration

Other Required Skills

1. Strategic Thinking & Decision-Making
2. Leadership & Team Development
3. Strong Communication Skills
4. Stakeholder Engagement & Relationship Management
5. Problem-Solving & Analytical Thinking
6. Project & Change Management
7. Customer Service Orientation
8. Adaptability & Innovation

Salary will be paid commensurate with the articulated job requirements.

Letters of application, along with recent Curriculum Vitae and the names of two referees, should be sent to hrmanager@svgcc.vc.

Applicants are advised to request that referees send letters of reference directly to the HR Manager without waiting to be contacted by the College.

NEW CLOSING DATE for receipt of applications is Sunday, May 11th, 2025.